

## **ANNOUNCEMENT NUMBER: 014-032**

**OPEN TO:** All Interested Candidates

**POSITION:** Security Cooperation Manager/Budget Analyst, FSN-8; FP-6\*

**OPENING DATE:** October 6, 2014

**CLOSING DATE:** October 17, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: US\$ 45,185 p.a. (Starting salary)  
(Position Grade: FP-6 to be confirmed by Washington)

\*Ordinarily Resident: US\$ 35,338 p.a. (Starting salary)  
(Position Grade: FSN-8)

**LENGTH OF HIRE:** Permanent Position

[Note: Qualified candidates who previously applied will continue to be considered for this position and need not reapply](#)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Luanda is seeking an individual for the position of Security Cooperation Manager/Budget Analyst in the Office of Security Cooperation.

### **BASIC FUNCTION OF POSITION**

Serves as primary liaison between the U.S. Embassy and the Ministry of Defense and Angolan Armed Forces. Position provides expert advice, analysis and assistance on all military matters to the mission. The position is located in the Office of Security Cooperation (OSC) and reports directly to the Security Cooperation Chief. This position also takes instructions from the Chief of the Office of Security Cooperation and Senior Defense Official/Defense Attaché (SDO/DATT) to program, execute and manage military activities, programs and exercises. Serves as the budget analyst for the Office of Security Cooperation, with the responsibility of performing the complete range of budget administration and control. Translates all correspondence and documents related to military activities between the U.S. Embassy, the local government and organizations from English to Portuguese and Portuguese to English. Acts as interpreter/advisor at mid and/or high level military-related meetings. Manages all US Embassy military ceremonies coordination with the concerned ministries and organizations.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 641161 or 222 641284.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **REQUIRED EDUCATION**: Two years of college with focus in a Business Administration, Management, Accounting, Finance or Economics is required.
2. **REQUIRED WORK EXPERIENCE**: Two years of increasingly responsible bookkeeping/accounting work.
3. **REQUIRED LANGUAGES**: Level III English and Level IV Portuguese are required.
4. **REQUIRED JOB KNOWLEDGE**: Knowledge of basic computer applications, budget, and administrative correspondence. Must be familiar with chain of command and structure of national armed forces, logistical considerations such as air or land transportation within the country, and general knowledge of security cooperation regulations and procedures.
5. **OTHER REQUIRED SKILLS/ABILITIES**: Ability to manipulate budget data, set up and maintain spreadsheets, familiarity with MS Office Suite; keyboard/typing is required. Dealing with the public. Prepare documents in both English and Portuguese.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Officer  
American Embassy Luanda  
Attention: John Kresge

Av Presidente Houari Boumediene, No. 32, Luanda  
Or e-mail: [HROLuanda@state.gov](mailto:HROLuanda@state.gov)

## **POINT OF CONTACT**

Human Resources Office  
Attention: Olga Campos  
Telephone: 222 641 161/284  
FAX: 222 641 232  
[HROLuanda@state.gov](mailto:HROLuanda@state.gov)

## **CLOSING DATE FOR THIS POSITION: October 17, 2014**

The U.S. Mission in Luanda provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix A DEFINITIONS**

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is* a U.S. citizen; and  
Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

*Is* listed on the travel orders *or approved Form* [OF-126](#), *Foreign*

*Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and

*Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)

J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)

K. If applying for position that includes driving a U.S. Government vehicle,

Driver's License Class / Type

L. Days available to work

M. List any relatives or members of your household that work for the U.S.

Government (include their Name, Relationship, & Agency, Position, Location)

N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education

P. License, Skills, Training, Membership, & Recognition

Q. Language Skills

R. Work Experience

S. References